



FIELD INTERVIEW REPORTS

Directive: 14 – 106

Date of Issue: July 2013 Amends/Cancels: N/A

I. PURPOSE

The purpose of this Directive is to provide guidelines on the use of Field Interview Reports.

II. POLICY

It is the policy of DGS-MCP to utilize the Field Interview Report (FIR) card as a tool to gather information on suspicious subjects and/or activity. Field interview information is intended for use in conjunction with other types of information for the purpose of developing leads or patterns of criminal activity. Interviews will be conducted in a professional manner to minimize any adverse reaction by those interviewed.

III. PROCEDURES

A. Field Interview

1. Generally field interviews may be conducted under the following circumstances:

- a. Documentation of circumstances when officers find subjects in situations that are suspicious by nature but no probable cause for arrest exists.
- b. Recording information on subjects who were in the company of those who were arrested but no probable cause for those arrests exists.
- c. Recording information on juveniles for minor offenses.
- d. Documentation of circumstances to include subjects and/or vehicles when a crime has occurred but no probable cause for arrest exists.

B. Recording the Field Contact

1. All Field interviews conducted by officers will be recorded on the Field Interview Report card. The card is self-explanatory and will be filled out as completely as possible. Any additional information which may prove to be helpful should be submitted on a supplement report.
2. Officers will obtain an incident number from Police Communications when completing an FIR card. Incident numbers must be added to the incident number block on the bottom right of the FIR form.

C. Distribution

All completed FIR cards will be forwarded to Shift Commander for review and entry into the CAD/RMS System.

D. Purging of the Record

The information will be retained in the CAD/RMS System until deemed no longer useful by the System Administrator, at which time it will be purged.